



Rawlins Interagency Dispatch Center Coordination Group Charter

BLM Wyoming, High Desert District

NPS, Fossil Butte National Monument

U.S. Fish and Wildlife Service

Wyoming State Forestry Division

Albany County

Carbon County

Fremont County

Laramie County

Lincoln County

Sublette County

Sweetwater County

Teton County

Uinta County

Approved by:

Frank Keeler, District FMO
BLM Wyoming, High Desert District

Date: _____

Chris, Fallbeck
Wyoming State Forestry Division

Date: _____

Mack McFarland, AFMO
National Park Service

Date: _____

John Rutherford, Fire Warden
County Representative

Date: _____

Tracy Swenson, Zone FMO
US Fish and Wildlife Service

Date: _____

Mission Statement

The Rawlins Interagency Dispatch Center Coordination Group (RWCCG) is established to provide interagency coordination and cooperation to wildland fire and aviation management for the Bureau of Land Management (BLM) High Desert District; National Park Service (NPS) Fossil Butte National Monument; U.S. Fish and Wildlife Service (FWS); Seedskadee National Wildlife Refuge (NWR) Complex and Arapaho National Wildlife Refuge (NWR) Complex; and the Wyoming State Forestry Division in cooperation with Albany County, Carbon County, Fremont County, Laramie County, Lincoln County, Sublette County, Sweetwater County, Teton County, and Uinta County.

The Agencies and Counties identified above share personnel, facilities, resources, and services related to wildland fire management. Information regarding shared staffing, services, facilities and resources as well as the operating cost and shared funding are described in annual operating plans that can be found in the RWC Interagency Dispatch Center AOP.

Zone Coordinating Group: The Interagency Dispatch Center Coordinating Groups will provide the primary coordination for interagency wildland fire activities within their respective area of influence. These groups will utilize committees and working groups as necessary to develop guidelines and procedures for coordination of fire management and fire suppression activities.

Purpose and Duties

- Provide administrative support, oversight, and guidance for the dispatch center.
- Identify expectations and goals of the dispatch center.
- Provide a forum for the exchange of ideas and development of consistent policies.
- Keep the Agency Administrators informed on dispatch center activities, including identifying issues, establishing priorities, developing alternatives, and recommending a unified course of action.
- Assure that Rawlins Interagency Dispatch Center (RWC) is kept current on all program activities (i.e., fire management, aviation, fuels management).
- Review the Dispatch Center Annual Operating Plan; ensuring that it reflects the cooperating agencies' policies and local unit objectives.
- Coordinate fire management activities, including suppression, fire severity requests, fire restrictions, prescribed fire, and fire prevention.
- Provide a delegation of authority to the RWC Center Manager.
- Provide a communication link between local, state, and federal entities.
- Insure updates to RWC mobilization guide are current.
- Review annually on budget and cost share obligations for the center.
- Serve as the Multi-Agency Coordination Group (LMAC) when activated. See AOP.
- Will identify the need to establish additional committees

Procedures

The Rawlins Interagency Dispatch Center Coordination Group (RWCCG) shall meet at least two times a year.

- a. The spring meeting will be held on or around near April.
 - i. Review the RWC Annual Operating Plan.
 - ii. Review the dispatch center's budget and workload analysis.

- iii. Review planned hiring and staffing
 - iv. Review significant changes to National dispatch procedures
 - v. Discuss each agencies' planned program activities for the coming fire season.
- b. The winter meeting will be held on or around October.
 - i. Review of RWCCG Charter
 - ii. Review/Update Center Manager Delegation of Authority
 - iii. Discussion of the previous fire season and Lessons Learned.
 - iv. Review the fire season statistics.
- c. A note taker will be provided by RWC. The center manager will be responsible for the distribution of meeting notes.

Membership

Overall direction for the operation of RWC will be provided by the Center Manager through a delegation of authority from (RWCCG) composed of representatives from each of the participating agencies. There will be one Wyoming State Forestry Division representative, and HDD BLM Representative and one Park Service and one Fish and Wildlife Service, **and one County representative who represent all the counties within RWC dispatch boundaries.** The chairperson will deal with the current Center Manager regarding general and conceptual direction. The RWCCG will not be involved in the establishment of day-to-day operational procedures but will review those procedures on a continual basis.

Chairperson

A Chairperson for the RWC Coordinating Group Committee shall be designated and is responsible for:

- Planning, coordinating and facilitating Committee meetings
- Disseminating meeting notes, draft and final documents and other information to the RWC Coordinating Group regarding proposed actions and decisions
- Communicating with the RWC Center Manager and other committee members on regular basis to identify unresolved or developing issues/problems that need the attention of the RWC Coordination Group
- Serves or delegates LMAC Group Coordinator

RWC Executive Group

An executive group representing each agency could be called upon if the RWCCG was unable to resolve issues. Agency administrators representing each federal and state agency could be called to resolve federal and state issues within the dispatch zone. Executive group would be assembled to oversee issues when the standing board is unable to resolve conflicts between supporting agencies or when the chair deems it necessary. RWC chair will send a notification to standing board members on the need to assemble the executive group. Executive Group would consist of agency administrators from each agency on the board.

BLM – HDD Associate District Manager
 Park Service – Nancy Skinner
 Wyoming State Forestry – Ron Graham
 U.S. Fish and Wildlife Service – Tom Koerner

RWC Center Manager

The dispatch Center Manager will provide day-to-day direction and supervision of the dispatch personnel; this will include preparing shift schedules, assigning work areas, and establishing dispatch center procedures. These activities must be coordinated through the RWCCG to insure that the overall needs of each agency are met.

- Attends, plans, coordinates spring and fall RWC Coordinating Group meetings
- Attends committee meetings as requested
- Assigns a note taker for RWC Coordinating Group meetings
- Prepares RWC annual reports
- Works directly with individual agency representatives as much as possible to resolve issues/problems
- Organizes and facilitates LMAC activation

Any problem in the management of Dispatch will be directed through that agency's representative to the RWC chair who will deal directly with the Center Manager.